



BOY SCOUTS  
OF AMERICA®

GARDEN STATE COUNCIL

# EVENT PLANNING GUIDE

[GardenStateScouting.org/Event-Planning](https://GardenStateScouting.org/Event-Planning)

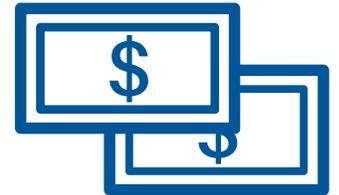
## EVENT APPROVAL

Meet with your Council Staff Adviser to set the goals, theme, date, location, and scope of your event. Your Council Staff Adviser will help you along the way to get all of the details together.



## BUDGET AND TIMELINE

Use our worksheets to establish your budget and timeline to know what to buy, when to order it, how much to charge participants, and more. Your Staff Adviser will submit your event to Marketing for online registration and a promotion plan. Purchase Order forms are available at Council.



## BUILD YOUR TEAM

Recruit volunteers and specialists to assist you with every task area. Spread out the load! Your Staff Adviser can assist you in making the right connections.



## HOLD YOUR EVENT

As the Event Coordinator, be available during the event to address unforeseen developments, and begin to record what works and what needs tweaking.



## WRAP UP REPORT

Hold your wrap-up review within 3 weeks of the event with your Staff Adviser and as many committee members as possible. Use our Activity Review Form, and close out your budget. Compile all of your documents in a binder or cloud-based folder, and thank all of your volunteers!

